

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



November 9, 1987

ALL COUNTY LETTER No. 87-147

TO: ALL COUNTY WELFARE DIRECTORS


SUBJECT: REVISED ELDER ABUSE/DEPENDENT ADULT ABUSE MONTHLY
STATISTICAL REPORT, FORM SOC 340

REFERENCE: ALL COUNTY LETTER NO. 87-84

The purpose of this letter is to transmit supplemental reporting instructions to those contained in All County Letter (ACL) No. 87-84 and to assist counties further by providing answers to some of the more frequently asked questions received in the Department of Social Services on the revised Elder Abuse/Dependent Adult Abuse Monthly Statistical Report, Form SOC 340 (4/87).

Additional information regarding the Elder Abuse/Dependent Adult Abuse Program are in ACL Nos. 87-68, 86-136, and 86-133.

If you have any questions concerning this All-County Letter or the form SOC 340, please contact Ms. Susan Derrick of the Statistical Services Section at (916) 322-5462 or ATSS 492-5462.


DENNIS J. BOYLE
Deputy Director
Management Systems and
Evaluation Division

Enclosure

cc: CWDA

ATTACHMENT TO ALL-COUNTY LETTER NO. 87-147

SUPPLEMENTAL ITEM INSTRUCTIONS ON THE FORM SOC 340

PART B. TYPES OF CONFIRMED INCIDENTS

6. Physical

Physical abuse, when it is self-inflicted, includes self-neglect such as alcohol or drug abuse.

7. Sexual

The number of confirmed incidents of sexual abuse perpetrated by another person must be reported separately from physical abuse.

13. Other

For each confirmed incident of abuse reported in this category (cells 39, 40, 41, and 42), specify the type of abuse on the reverse side of the form.

A person who is homeless may not be counted as a self-abused adult unless he or she can be described as a dependent adult or elder person (see page 2 of the instructions contained in ACL No. 87-84) who has experienced another type of physical, fiduciary, or suicidal abuse.

PART C. TOTAL NUMBER OF PERSONS WITH CONFIRMED ABUSE

15.A Number of Persons with Confirmed Abuse During Previous Month(s) Whose Cases are Still on Hand

Enter the number of persons for whom abuse had been investigated and confirmed during a prior month but the cases have not yet been referred to APS or another agency during the report month for services, and have not yet been closed.

Do not report the number of ongoing APS cases in this line item.

PART D. TYPES OF ACTIONS TAKEN ON CONFIRMED CASES

Use this part of the form to report the type of action that was taken during the month on each confirmed report of abuse.

17. Investigation Closed/No Service Needed

For each confirmed incident of abuse, report the number of investigations that were closed during the month for which no further services are needed.

18. Adult Protective Services Cases Opened for Services

Enter the number of confirmed incidents of abuse to persons for whom APS cases were opened for services during the month. This does not include cases opened for the purpose of investigating alleged abuse only.

19. Referred to Another Agency (APS Case Not Opened)

Enter the number of confirmed reports of incidents which were referred during the month to another agency or program for services. These cases would not have been opened for APS services beyond the APS investigation and confirmation of abuse.

QUESTIONS AND ANSWERS SECTION

GENERAL INSTRUCTIONS

Question #1:

Why can't the Department of Social Services get the unduplicated count of the number of persons abused during the year for the Annual 1986 Report simply by adding the monthly totals on the SOC 340 for all counties?

Answer:

The monthly totals represent the unduplicated number of persons abused during the month. If the same person was abused twice during the year but in different months, that person would have been counted twice. He should be counted only once for the annual report.

Question #2:

Will the Department of Social Services require an annual report of the unduplicated number of persons abused during Fiscal Year 1987/88? The ACL did not specify the requirement.

Answer:

Yes, county welfare departments will be required to provide the same information for Fiscal Year 1987/88 as well as in subsequent years.

Question #3:

If there is no number to be reported for a particular item on the form, do we leave it blank or insert a zero?

Answer:

Zeros should be entered on the form. This assures us that all information was reported.

Question #4:

What is a dependent adult?

Answer:

Assembly Bill No. 3988 (Chapter 769, Statutes of 1986) defines "dependent adult" as any person residing in this state, between the age of 18 and 64, who has physical or mental limitations which restrict his or her ability to carry out normal activities or to protect his or her rights including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. A dependent adult includes any person between the age of 18 and 64 who is admitted as an inpatient to a 24-hour health facility.

Question #5

How is a 24-hour care facility defined?

Answer:

All-County Letter No. 87-84 inadvertently referred to a 24-hour health facility as a 24-hour care facility. A 24-hour health facility is a licensed health facility (primarily an acute care hospital) as defined in Sections 1250, 1250.2, and 1250.3 of the Health and Safety Code. Dependent adult includes any person between the age of 18 and 64 who is admitted as an inpatient to a 24-hour health facility. This does not include Board and Care facilities.

PART A. NUMBER OF REPORTS

Question #6:

If a CWD received a report of alleged abuse occurring in a long term care facility and referred the report to the ombudsman program for investigation, how should this be reported on the SOC 340?

Answer:

The CWD should not count this on the SOC 340 as a report received.

Question #7:

How is a "report of abuse" defined?

Answer:

For purposes of this form, a report of abuse occurs when the CWD is informed of any case of alleged abuse that would require the CWD staff to investigate the situation.

Question #8:

- a. What is an incident of confirmed abuse?
- b. When is a report of alleged abuse confirmed?

Answer:

- a. Whenever an alleged report of abuse is confirmed by the CWD, that occurrence of abuse is defined as an incident of confirmed abuse.
- b. A report of alleged abuse is confirmed when the person investigating the report determines in his or her judgement that the abuse did occur.

Question #9:

What is an investigation?

Answer:

Legislation defines "investigation" as that activity necessary to determine the validity of a report of elder or dependent adult abuse, neglect, or abandonment.

Question #10:

Please be more specific regarding "dismissed". What are we dismissing, the allegation, the investigation, etc.?

Answer:

For purposes of the SOC 340, a dismissed report of alleged abuse occurs when the investigation is discontinued and the report cannot be confirmed due to insufficient evidence. This activity is reported in Part A, Item 4.

Question #11:

What is an unfounded report?

Answer:

An unfounded report of abuse is when the investigator determines that the abuse did not occur and the allegation of abuse proved false. This activity is reported in Part A, Item 5.

PART B. TYPES OF CONFIRMED INCIDENTS

Question #12:

What are some examples of fiduciary abuse?

Answer:

The Legislation and ACL No. 87-84 define fiduciary abuse as a situation in which any person who has the care or custody of, or who stands in a position of trust to, an elder or a dependent adult, takes, secretes, or appropriates their money or property, to any use or purpose not in the due and lawful execution of his or her trust. Also, please refer to the minimum guidelines, page 15 (ACL 86-133).

Question #13:

What is suicidal? Does this include all attempts at suicide?

Answer:

When a person tries to take his or her own life and the activity was confirmed by the investigator, it is an example of a suicidal incident. All attempts at suicide are to be reported, unless the same person attempted suicide more than once in the same month. ACL No. 87-84 requires that the CWD report only the unduplicated count of the type of confirmed abuse for each individual during the month. Thus, two suicidal incidents for the same individual will be counted only once in Part B, Item 12 of the SOC 340.

Question #14:

What are examples of "other" types of confirmed incidents?

Answer:

Generally, any confirmed incident of abuse that does not fit under the categories of physical, sexual, neglect, abandonment, mental suffering, fiduciary, or suicidal should be reported in "Other", Part B, Item 13. You must explain each type of abuse reported in "Other" on the reverse side of the form.

PART C. TOTAL NUMBER OF PERSONS WITH CONFIRMED ABUSE

Question #15:

The SOC 340 asks for the number of persons with confirmed abuse in Part C, Item 15. The reporting instructions refer to cases. What is the definition of a case?

Answer:

The terms "person" and "case" are used interchangeably. For example, a report of alleged abuse becomes an investigative case when it is being determined if the abuse had occurred. The confirmed case of abuse represents one person with confirmed abuse during the month. The confirmed case of abuse does not become an APS case until the person (or case) has been referred by the investigator to the APS Program and the person is receiving APS services.

Question #16:

Item 15A is confusing. Does this item capture active cases that are still on hand or pending confirmed cases that are waiting for assignment?

Answer:

Item 15A is the number of pending confirmed cases that are waiting for services or assignment. A person may be counted in Item 15A only if all of the following conditions apply: The report of abuse had been received, investigated, and confirmed during a prior month; the person has not been referred to APS or another agency for services during the current (report) month; and the case is still pending action.

PART D. TYPES OF ACTIONS TAKEN ON CONFIRMED CASES

Question #17:

Where do we report the number of active or ongoing APS cases during the month on the SOC 340?

Answer:

Active or ongoing APS cases are not reflected on the SOC 340.

NOTE: The revised SOC 340 does not capture caseload movement-type data. Each major section of the form records a separate activity and there is no direct correlation between the sections.

PART E. ADULT PROTECTIVE SERVICES INVESTIGATIONS IN LONG-TERM
CARE FACILITIES

Question #18:

Who are APS staff? For some counties, staff assigned to a program other than APS, i.e., IHSS, frequently receive reports of allegations of abuse and neglect and are expected to proceed with an investigation.

Answer:

The APS staff referred to in this question are any county staff that may appropriately time study to the APS Program and have investigated the report of alleged abuse or neglect.